



2019-2020
Memorandum of Understanding

Yolo – Solano Teacher Induction Program
Davis Joint Unified School District, Lead Agency
and

the Napa County Office of Education
(Career, Technical Education Credential Candidates ONLY)

General

This Memorandum of Understanding (MOU) is entered into between the **Napa County Office of Education** and the Yolo-Solano Teacher Induction Program, Davis Joint Unified School District, LEA.

Purpose

The purpose of this Memorandum of Understanding is to establish a formal working relationship between the parties of agreement and to set forth the operative conditions that govern this partnership in regards to the Career Technical Education Credential (CTE).

Responsibilities – General

A. Yolo-Solano Teacher Induction Program agrees to the following:

1. Employ an Induction Program Director, Program Manager, and other support staff to support all aspects of the Induction Program in accordance with state budget guidelines
2. Provide office space, equipment, and meeting space for program activities
3. Establish and maintain accurate program records and reports
4. Maintain State of California approval and accreditation as an Induction Program and Credentialing Agency
5. A program leader will meet with the potential credential candidate to establish eligibility and assist with the application for the preliminary level CTE credential
6. The Program Director or CTE Program Coordinator will provide oversight and support to the teacher candidate and mentor as they work through required CTE and induction activities
7. Advise teacher candidates about additional credential requirements for the clear credential and provide formative feedback about participants' progress toward completion of the CTE credential program
8. Recommend eligible CTE candidates for the preliminary and clear credentials when requirements are complete
9. Provide district leaders with information, clarify roles and responsibilities, and provide verification and accountability specific to the CTE credential process
10. Communicate with and advise the **Napa County Office of Education** Human Resources department and/or credential analysts regarding CTE credentialing, Induction, hiring implications, and procedures for compliance when necessary

B. The Napa County Office of Education agrees to the following:

1. Identify an administrator designee to be the contact person for all communications from the Yolo-Solano Teacher Induction Program
2. Ensure that Human Resources personnel and credential analysts are appropriately trained in protocols of advice and assistance to CTE participants
3. When an eligible CTE teacher is hired, provide the candidate with the CTE application packet and contact the Yolo-Solano Teacher Induction Program. An advisement appointment will be scheduled

- between the candidate and a program leader. The packet should be completed prior to the advisement appointment.
4. After the candidate has been approved for the preliminary credential, enroll the CTE candidate in the local Teacher Induction Program
 - a. If an induction program has been previously completed by the CTE candidate, refer the candidate to the Yolo-Solano Teacher Induction Program for advisement of remaining clear credential requirements
 - b. If no induction program has been previously completed, enroll the teacher in the local Teacher Induction Program and assign a mentor according to the guidelines defined in the induction standards. If at all possible, the mentor should have recent teaching experience in a CTE setting. Refer the teacher candidate to the Yolo-Solano Teacher Induction Program for advisement of remaining clear credential requirements
 5. Assign a mentor (if needed) to each teacher candidate in a timely way that allows the pair to begin working together when teaching begins
 6. For candidates completing induction in the **Napa County Office of Education**, ensure that all teacher candidates have assignments with English Language Learners sufficient to allow completion of the English Language Authorization requirements of the Clear Credential and accordance with Induction Program Standards

Responsibilities – Fiscal

- A. Yolo-Solano Teacher Induction Program, with the Davis Joint Unified School District as LEA agree to the following:
 1. Assume overall fiscal responsibility for the administration of Induction funds
 2. Develop and maintain a balanced budget that reflects program priorities and implementation of the approved induction plan
 3. Abide by the Induction Expenditure Guidelines
- B. The Napa County Office of Education agrees to the following:**
 1. For each CTE candidate, a fee of **\$300.00** will be collected from the candidate prior to recommending for the Preliminary credential. This fee will compensate the Yolo-Solano Teacher Induction Program for candidate advisement, training, oversight and support, and processing of preliminary credential recommendations.
 2. For each CTE candidate, a fee of **\$300.00** will be collected from the candidate prior to recommending for the Clear credential. This fee will compensate the Yolo-Solano Teacher Induction Program for candidate advisement, review of task completion requirements, maintaining of credential file and processing of clear credential recommendations.

Indemnification

Insofar as permitted by law, Davis Joint Unified School District shall assume the defense and hold harmless **Napa County Office of Education**, and/or any of its officers, agents or employees from any liability, damages, costs, or expenses of any kind whatsoever, including attorneys' fees, which may arise by reason of the sole fault or negligence of Davis Joint Unified School District, its officers, agents or employees, arising out of its performance under the terms of this agreement.

Insofar as permitted by law, **Napa County Office of Education**, shall assume the defense and hold harmless Davis Joint Unified School District and/or any of its officers, agents or employees from any liability, damages, costs, or expenses of any kind whatsoever, including attorneys' fees, which may arise by reason of any harm to person(s) or property received or suffered by reason of the sole fault or negligence of **Napa County Office of Education**, its officers, agents or employees, arising out of their performance under the terms of this agreement.

Compliance with Applicable Laws

This Memorandum of Understanding shall comply with all federal, state and local laws, rules, regulations and ordinances that are now or may in the future become applicable.

Other Conditions

Any and all products developed by Yolo-Solano Teacher Induction Program are the exclusive property of the Yolo-Solano Teacher Induction Program. Schools, districts, their employees, staff and subcontractors shall not have the right to disseminate, market, or otherwise use the products without the written permission of the Yolo-Solano Teacher Induction Program.

Signature  _____

Name: Joshua Schultz

Title: Deputy Superintendent

Date: 12/12/19

Signature _____

Name: Bruce Colby

Title: Chief Business Officer

Date: _____